

## Children's Safe Product Act – Reporting Rule – WAC 173-334

### Help for Data Entry – Manage Reports

#### Create a report:

##### Step 1 - Brick

Click “new report.” Select the brick category for the product you are reporting on. You can type to search the brick list. For more information, see the [Global Product Classification](#) website.

Children's Safe Product Act - Product Entry

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Create a new children's product report

Step 1. Brick

What is the brick for the product you are reporting?

diaper

Baby Diapers (Disposable) - 10000494

Antiperspirants/Deodorants - 10000338

Aromatherapy Cushions - 10000772

Aromatherapy Other - 10000779

Aromatherapy Variety Packs - 10000774

Artists Accessories - 10001682

Artists Painting Surface Agents - 10001678

Artists Painting/Drawing Supplies Other - 10001685

Artists Painting/Drawing Supplies Variety Packs - 10001684

Artists Paints/Dyes - 10001676

Artists Pastels/Charcoal/Crayons - 10001677

Arts/Crafts Variety Packs - 10001760

Athletic Footwear - General Purpose - 10001070

Athletic Footwear - Specialist - 10001071

Baby Bath Safety Products - 10000498

Baby Baths/Bath Chairs/Bath Cradles - 10000827

Baby Bouncing Cradles/Rocker Seats (Non Powered) - 10000800

Baby Bouncing Cradles/Rocker Seats (Powered) - 10000801

Baby Car/Booster Seats - 10000792

Baby Care Variety Packs - 10000725

Baby Carrier - 10000502

Baby Carry Cots/Baskets/Cradles - 10000795

Baby Changing Mats - 10000822

Baby Changing Table - 10000501

Baby Cot Mattress - 10000790

Baby Cot/Basket - Travel - 10000794

Baby Cots/Cot Beds - 10000789

Baby Diapers (Disposable) - 10000494

Baby Diapers (Non Disposable) - 10000728

Baby Diapers Accessories - 10000496

Baby Door Bouncers - 10000802

What is a brick?  
[global product classification website](#)

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### Help for Data Entry – Manage Reports

#### Step 2 – Organization

Select the **organization** you are reporting for. Select your organization if you are reporting for yourself. If you are reporting for a different organization and do not see their name in the dropdown menu, **enter their PIN** in the box. Select the **age group** the products are intended for.

DEPARTMENT OF ECOLOGY  
State of Washington

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#### Create a new children's product report

Step 1. Brick

Baby Diapers (Disposable) - 10000494  
[Edit brick](#)

Step 2. Organization(s)

Which organization(s) is this report for?

What is the organization's name?  
Accountable Organization

Age group for this organization's product:  
3-12

Does the organization request that this report be confidential?  
No

[Save](#)

Step 3. Chemicals

Step 4. Review

Select whether you want the reported information to be kept confidential. If you are reporting on behalf of another company, check with that company to see if they want to keep the reported information confidential. If you select “yes,” written follow up is required to complete this request.

#### Written follow-up required. See below...

Selecting this option lets the agency know that you will be submitting a request to the Director of the Department of Ecology for confidential treatment of the designated information in accordance with [RCW 43.21A.160](#). Selecting this option does not ensure the Director will grant your request. You will need to submit your request in writing for the Director's consideration, and in your request you must certify that one or more of the grounds for confidential treatment of information set out in [RCW 43.21A.160](#) applies to the designated information. If the Director determines that confidential treatment of the designated information would not be detrimental to the public interest and is otherwise in accord with applicable statutory policies, the Director may grant your request. (If we have not received your written request within 30 days of the date you submit your data to the Department, we may release your information to the public without providing you prior notice.)

**Mail** your requests to:

Susanne McLemore  
Waste 2 Resources Program  
WA Dept. of Ecology  
PO Box 47600  
Lacey, WA 98504-7600

Or if you are making a physical delivery the address is -

Susanne McLemore  
Waste 2 Resources Program  
WA Dept. of Ecology  
300 Desmond Drive  
Lacey, WA 98503

[OK](#)

**Children's Safe Product Act – Reporting Rule – WAC 173-334**  
**Help for Data Entry – Manage Reports**

*Step 2 – Organization – continued*

If your report applies to multiple companies, select “**Add another organization.**” If you do not need to add any more companies, select “**Continue on to chemicals.**”

DEPARTMENT OF ECOLOGY  
State of Washington

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Create a new children's product report

Step 1. Brick

Baby Diapers (Disposable) - 10000494  
[Edit brick](#)

Step 2. Organization(s)

Organization name: Accountable Organization Target group: 3-12 Requested report confidentiality: No  
[Edit](#) | [Delete](#)

+ Add another organization Continue on to chemicals

Step 3. Chemicals

Step 4. Review

## Children's Safe Product Act – Reporting Rule – WAC 173-334

### Help for Data Entry – Manage Reports

#### Step 3 – Chemicals

Fill out the fields about the chemical. For more information on these fields, see [Ecology's Reporting Guidance](#).

**Create a new children's product report**

**Step 1. Brick**  
Baby Diapers (Disposable) - 10000494  
[Edit brick](#)

**Step 2. Organization(s)**  
Organization name: Accountable Organization   Target age group: 3-12   Requested report confidentiality: No  
[Edit](#) | [Delete](#)  
[+ Add an organization](#)

**Step 3. Chemicals**  
**What chemicals are in this product?**  
Which component of the product has the chemical?  
Textiles (synthetic fibers and blends)  
What is the chemical?  
7440-48-4 - Cobalt & cobalt compounds  
What is the maximum concentration of the chemical?  
As a concentration range: PQL less than 100 ppm   or   Actual concentration (in ppm):  
What is the chemical's primary function in the product?  
Coloration/Pigments/Dyes/Inks  
[Save](#)

**Step 4. Review**

## Children's Safe Product Act – Reporting Rule – WAC 173-334

### Help for Data Entry – Manage Reports

#### Step 4 – Review

If you would like to edit this report later, select “**Save draft report.**” If you are ready to finish the report, select “**Submit FINAL report.**” You cannot edit the report after it is submitted.

Step 2. Organization(s)

Organization name: Accountable Organization Target age group: 3-12 Requested report confidentiality: No

[Edit](#) | [Delete](#)

[+ Add an organization](#)

Step 3. Chemicals

Component: Textiles (synthetic fibers and blends)

Chemical: Cobalt & cobalt compounds CAS Number: 7440-48-4

Concentration range: PQL less than 100 ppm Actual concentration (in ppm):

Chemical's function in product: Coloration/Pigments/Dyes/Inks

[Edit](#) | [Delete](#)

[+ Add a chemical](#)

Step 4. Review

How would you like to save this Children's product report?

If you save report as draft:

- You can view, edit, or delete it later by going to "Draft reports"

[Save draft report](#)

If you submit report as FINAL:

- You cannot edit the final report
- The organizations listed in the report can review it and delete their copy if it's not correct for them
- You and the organizations listed in the report can add supporting documents to the organization's copy of the report

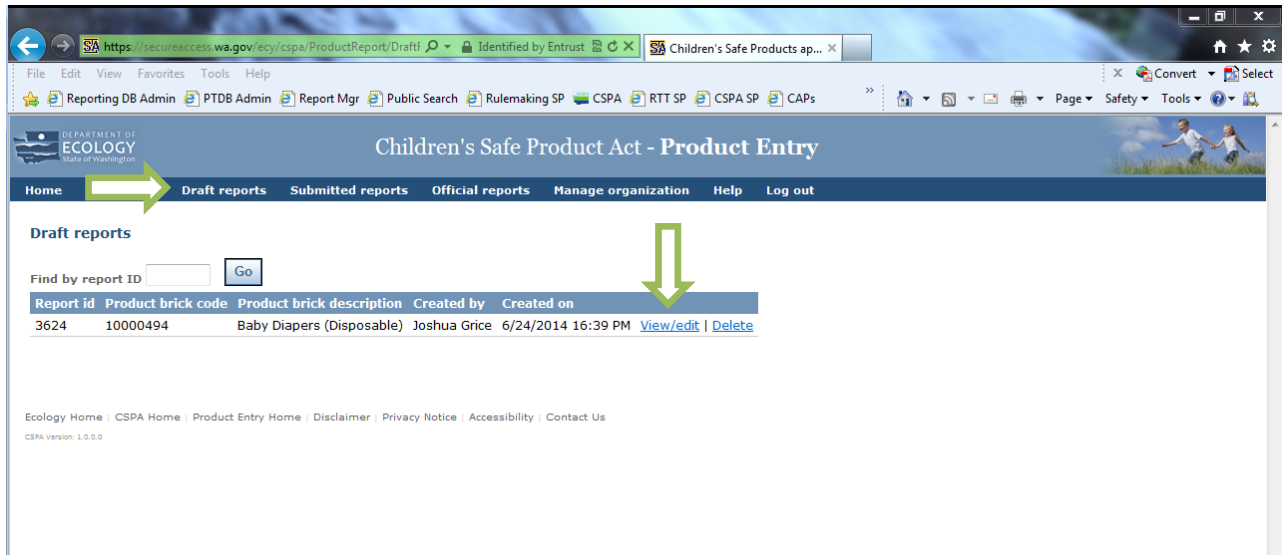
[Submit FINAL report](#)

## Children's Safe Product Act – Reporting Rule – WAC 173-334

### Help for Data Entry – Manage Reports

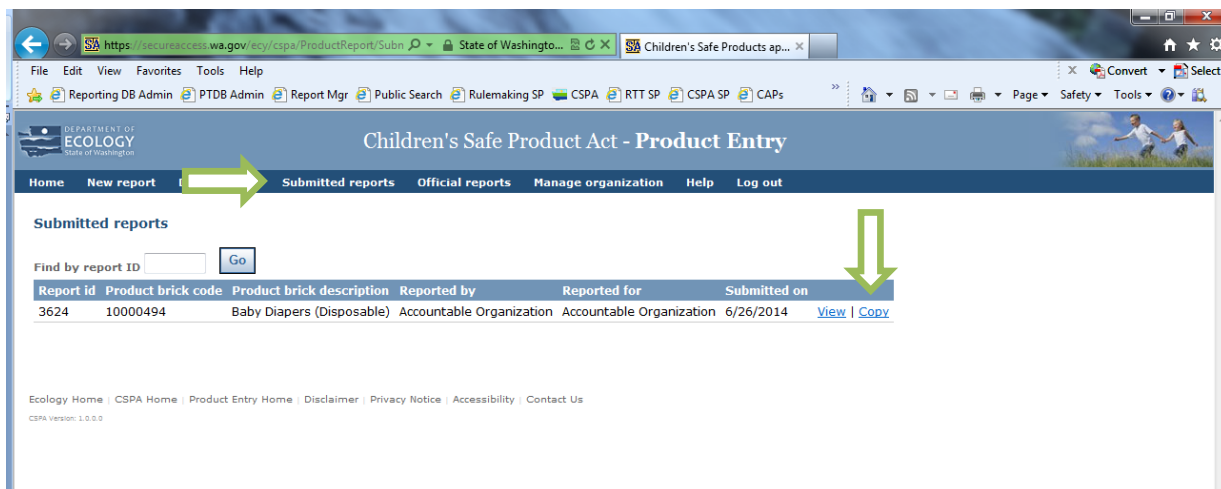
Edit a report:

Click “draft reports”, then click “View/edit.”



Copy a report:

Manufacturers are required to report annually. If a report from a previous reporting period is still valid for the following reporting period, you can copy the report. Click on **Submitted reports**, then click “Copy” next to the report you want to reproduce.

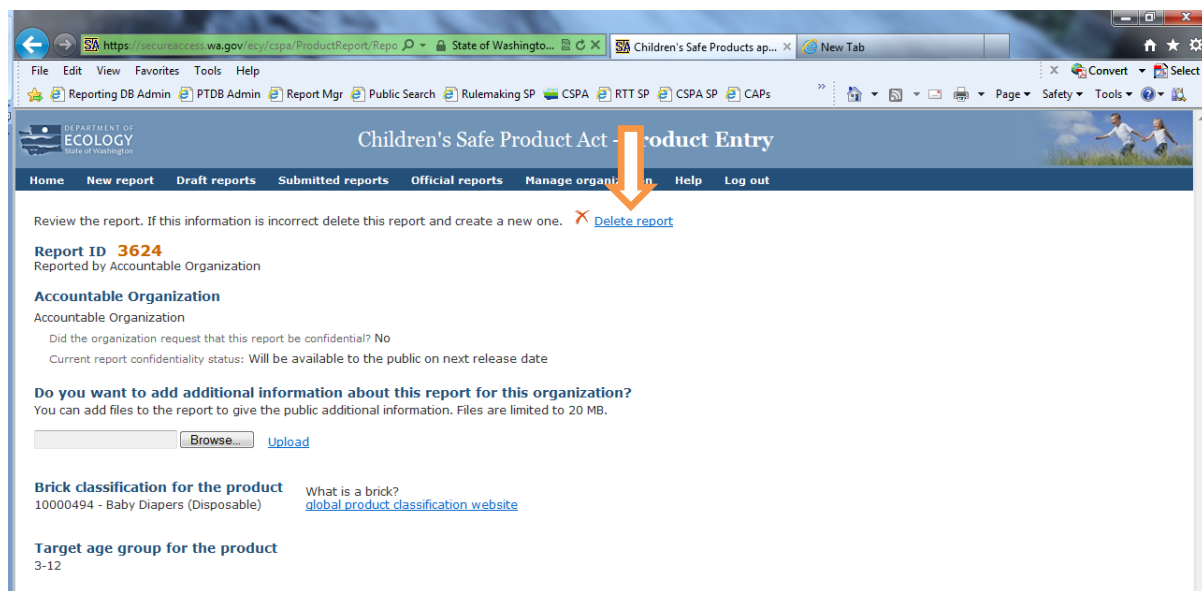
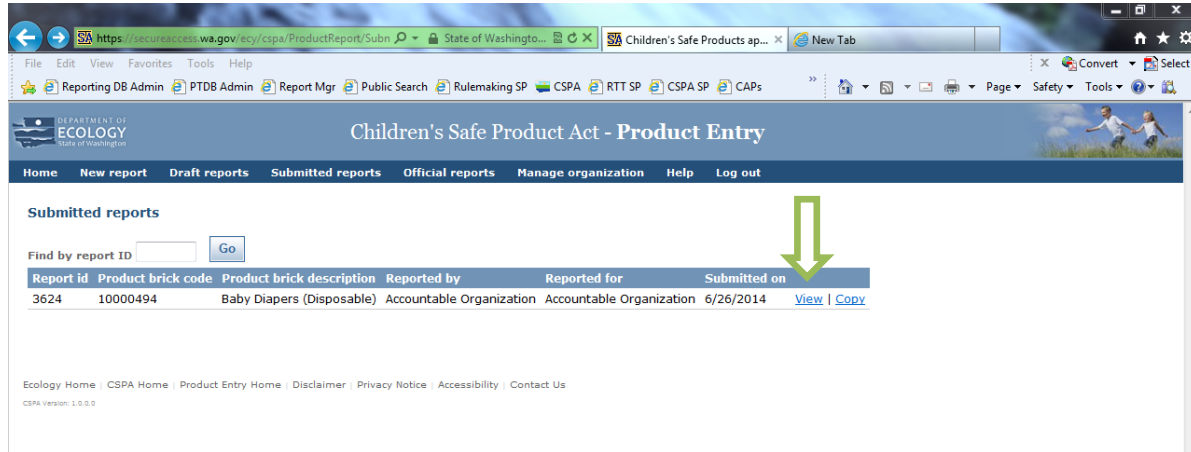


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#### Delete a report:

Find the report (under Draft Reports or Submitted Reports) that you wish to delete. Click “**View**” next to the report. On the report detail screen, click “Delete report.”



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#### View official reports:

Once the reporting deadline has passed, Submitted Reports become Official Reports. You can no longer edit or delete Official Reports. Click on “**Official reports**” to view them.

**Children's Safe Product Act - Product Entry**

Home New report Draft reports Submitted reports **Official reports** Manage organization Help Log out

Welcome: Joshua Grice

#### 4 stages of a children's product report

- 1. New report**
  - Get started...**
  - Add organizations you will report for (if you haven't yet)
  - Create new children's product report
- 2. Draft report**
  - Until a report is submitted it is saved as a draft
  - Can be edited or deleted
  - View/edit/delete your 0 draft report(s)
- 3. Submitted report**
  - Includes reports submitted on or after 3/1/2014
  - There is a copy of the report for each responsible organization
  - Cannot be edited
  - Responsible organization can delete
  - Supporting documents can be added or removed

The next reporting cycle closes August 31, 2014. Manufacturers are required to report annually. In order to facilitate reproducing data from last year, we have added a "Copy" function for previously submitted reports. The word "copy" should appear next to reports on the Submitted Reports page. You can copy and resubmit any relevant reports. If a report is no longer relevant or has changed, you can edit it before resubmitting.

#### Your Organization

Personal Identification Number (PIN): **2j7gqcwh**

[Manage organization](#) to change contact information, who you report for, and who reports for you

#### Have questions?

Go to the [Help page](#) for tutorials & frequently asked questions

[Contact us](#) to fix an issue or learn about your account